Kitsap Regional Coordinating Council

Kitsap Regional Coordinating Council (KRCC)
Final Board Meeting Summary
Mar. 1, 2016 | 10:30 AM – 12:15 PM
Norm Dicks Government Center, Bremerton, WA
v.3-29-16

Chair
Councilmember Bek Ashby ❖
City of Port Orchard

Vice-Chair
Councilmember Wayne Roth ❖
City of Bainbridge Island

Commissioner Charlotte Garrido
Commissioner Rob Gelder ❖
Commissioner Ed Wolfe
Kitsap County

Mayor Val Tollefson
Council Member Kol Medina *
City of Bainbridge Island

Mayor Rob Putaansuu
Council Member Clancy Donlin
City of Port Orchard

Mayor Becky Erickson ❖
Council Member Ed Stern *
City of Poulsbo

Council Chair Leonard Forsman
Fisheries Director Rob Purser *
*Suquamish Tribe****

Council Chair Jeromy Sullivan
Noo-Kayet CEO Chris Placentia *
*Port Gamble S'Klallam Tribe****

Commissioner Axel Strakeljahn
Commissioner Larry Stokes *
Port of Bremerton

Captain Tom Zwolfer
Lynn Wall *
Naval Base Kitsap **

Executive Director John Clauson
Kitsap Transit ***

* *Alternate*
** *Ex Officio Member*
*** *Associate Member*
❖ Executive Committee

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Betsy Daniels, Program Director
Triangle Associates, Inc.

Decisions

The KRCC Board…

- Approved the February 2016 KRCC Board Meeting summary as final.
- Approved the draft Programming Process for 2018-2020 Federal Transportation Funds as final.
- Designated Naval Base Kitsap (NBK) Bangor, NBK Bremerton, NBK Jackson Park, NBK Keyport and NBK Manchester as "Local Centers" for the purposes of the Countywide Competition.
- Approved the full allocation of the PSRC returned funds ($751,299) for Bainbridge Island's Miller Road Shoulder Improvements Project ($874,000).
- Approved the letter to PSRC requesting to reprogram the funds from the Kitsap Countywide Multimodal Transportation Plan for a North Kitsap Corridor Study.

Actions	Who?	Status
Provide status updates of Kitsap projects previously funded through the Countywide and Regional Competitions.	PSRC	In progress
Review the 2004-2016 list of projects funded through the Regional and/or Countywide Competitions.	KRCC Executive Committee	In progress
Submit request to PSRC to reprogram the funds from the Kitsap Countywide Multimodal Transportation Plan for the North Kitsap Corridor Study.	KRCC Chair Bek Ashby	Complete
Develop a Scope of Work for the North Kitsap Corridor Study.	TransTAC	In progress
Send KRCC staff preferred photographs of jurisdictions for use in the new KRCC website	KRCC Board Members	In progress

A. WELCOME AND INTRODUCTIONS

KRCC Chair Bek Ashby welcomed participants to the meeting (see attachment A for Board Members in attendance and Attachment B for members of the public in attendance).

B. CHAIR'S COMMENTS

Councilmember Ashby announced that KRCC staff is reviewing the policies that are unattributed to the KRCC's Interlocal Agreement (ILA) and/or Bylaws. KRCC staff will draft guidance for a new KRCC Policies and Procedures Manual.

C. KRCC FEBRUARY BOARD MEETING SUMMARY

The Board reviewed the draft meeting summary from the February 2, 2016 Board Meeting. It was noted that Patty Charnas' title should be corrected to "Planning and Environmental Programs Manager" and Patty's update should state that Kitsap County reached out to a variety of non-English speaking communities (not only Spanish and Vietnamese-speaking communities). It was clarified that Councilmember Kol Medina was in attendance and Councilmember Scott Diener was representing Councilmember Clancy Donlin.

Councilmember Roth moved to approve the KRCC February meeting summary as final with these edits; Commissioner Gelder seconded; and the motion carried without opposition.

D. REGIONAL AND COUNTYWIDE COMPETITIONS

Programming Process for the 2018-2020 Federal Transportation Funds

Councilmember Ashby reminded the KRCC Board that they viewed the redlined version of the Programming Process during the February KRCC Board meeting. There have been no changes to this document since that time.

Commissioner Gelder moved to approve the Programming Process for 2018-2020 Federal Transportation Funds as final; Commissioner Strakeljahn seconded; and the motion carried without opposition.

Updated Call for Projects

The KRCC Board expressed concern over the list of Port Orchard's "Local Centers" that include centers identified in Port Orchard's currently adopted Comprehensive Plan but not in KRCC's currently adopted Countywide Planning Policies (CPPs) [1]. This was raised as a concern because according to the requirements of the Evaluation Criteria for the Countywide Competition, each project:

- "Must be consistent with a local Kitsap County jurisdiction's current (as of December 31, 2015) Comprehensive Plan", and

[1] The KRCC "Designated Centers" are outlined in Appendix F of the CPPs.

- "Must be consistent with Kitsap's Countywide Planning Policy Guidance".

Therefore, if a project referenced a Local Center that is within a comprehensive plan but not with the CPPs, it would be deemed not compliant with the Evaluation Criteria. To address this issue, KRCC Staff will work with the Executive Committee this week and propose a solution to the KRCC Board.

Note: following the meeting, the Kitsap County Prosecutor's Office found that "The designation of the additional centers by a local jurisdiction do not necessarily conflict with the "designated center" policy in the CPPs, as they can work together and do not thwart each other." The Prosecutor's office also found that "KRCC has full discretion" in developing the Evaluation Criteria for the Countywide Competition, and therefore it is within KRCC's discretion to revise one of the requirements in the Evaluation Criteria to read as follows:

> *"Must be consistent with Kitsap's Countywide Planning Policy Guidance (with the exception of "Local Centers," adopted through each jurisdiction's comprehensive planning process or via the PSRC regional framework for military locations)."*

The Executive Committee made this provisional revision to the Evaluation Criteria and the full Executive Board will ratify this decision at the April 5, 2016 KRCC Board Meeting.

Designation of Military Locations for Countywide Competition

PSRC's Regional Policy Framework for Federal Funds states that military locations can be included in the definition of Local Centers, with each countywide forum responsible for determining the definition of a military location within their county. As such, the KRCC Executive Committee recommended that the following military locations be included as Local Centers for the purposes of the Countywide Competition:

- Naval Base Kitsap Bangor
- Naval Base Kitsap Bremerton
- Naval Base Kitsap Jackson Park
- Naval Base Kitsap Keyport
- Naval Base Kitsap Manchester

It was clarified that it will not be necessary to amend the CPPs to include military locations as Local Centers since adding these military locations to the Countywide Competition is simply demonstrating consistency with PSRC's Regional Policy Framework. Lastly, Naval Base Kitsap explained that it is meeting with each jurisdiction regarding listing Naval Base Kitsap locations as "centers" in each jurisdiction's future comprehensive plan.

Commissioner Gelder moved to approve Naval Base Kitsap Bangor, Naval Base Kitsap Bremerton, Naval Base Kitsap Jackson Park, Naval Base Kitsap Keyport and Naval Base Kitsap Manchester as Local Centers for the purposes of the Countywide Competition; Commissioner Strakeljahn seconded; and the motion carried without opposition.

Schedules for Competitions

The important dates for the Countywide and Regional Competitions for March include:

- Mar. 7 – KRCC Call for Projects
- Mar. 11 – Project sponsors submit screening forms to PSRC for the Regional Competition
- Mar. 25 – Project sponsors submit screening forms to PSRC for the Countywide Competition

E. ALLOCATION OF PSRC RETURNED FUNDS

During TransPOL's last meeting, this body recommended allocating all the returned PSRC funds ($751,299) for one of Bainbridge Island's contingency list projects (Miller Road Shoulder Improvements, $874,000). The Bainbridge Island City Council passed a resolution to cover the unfunded portion of this project.

Councilmember Roth moved to allocate the returned PSRC funds for Bainbridge Island's Miller Road Shoulder Improvements project; Commissioner Gelder seconded; and the motion carried without opposition.

F. REPROGRAMMING THE FUNDS FOR THE KITSAP COUNTYWIDE MULTIMODAL TRANSPORTATION PLAN FOR A NORTH KITSAP CORRIDOR STUDY

During the last Countywide Competition, PSRC awarded $266,370 to KRCC to support the "Countywide Multimodal Transportation Plan Phase 2." TransPOL recommended moving forward with the request to PSRC to reprogram the $266,370 for a North Kitsap Corridor Study. This proposed study will help determine the projects that will be funded through the Washington State's Connecting Washington package. TransTAC will develop a scope of work for the North Kitsap Corridor Study.

Commissioner Gelder moved to reprogram the funds from the Kitsap Countywide Multimodal Transportation Plan for a North Kitsap Corridor Study; Councilmember Roth seconded; and the motion carried without opposition.

G. DRAFT KRCC WEBSITE

Sophie Glass, KRCC Administrative Lead, provided a tour of the new KRCC website. The website redesign came in significantly under budget. The website will launch in mid-March 2016. KRCC Board members were encouraged to send Sophie photos from their jurisdictions to be highlighted on the website.

H. UPDATE ON TRANSTAC, TRANSPOL, AND THE PLANNING DIRECTORS FORUM

KRCC staff provided updates on TransTAC and TransPOL as well as the PSRC Regional Project Evaluation Committee (RPEC) and the Regional Staff Committee (RSC).

TransTAC and TransPOL Update

Jennifer Wieland, KRCC Transportation Program Lead, provided an updated schedule of TransTAC/TransPOL-related activities:

- PSRC will hold a workshop on the Regional Competition on March 3 at Kitsap Transit.
- There will be an additional TransTAC meeting on March 17 at the Norm Dicks Government Center in room #406.

- WSDOT will hold a Gorst Planning Study Workshop on March 24 at the Bremerton Airport from 8:30 AM to 1:00 PM.
- Regional project sponsors will give presentations to TransPOL on March 24 at Kitsap Transit from 2-5 PM (following the meeting the location and time was changed to the Bremerton Airport from 2-4:30 PM).

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Jennifer informed the Board that there were no updates from the PSRC Regional Project Evaluation Committee (RPEC) since this committee did not meet in February.

LUTAC Update

Claire Chase, KRCC Land Use Program Lead, provided updates on LUTAC's efforts. During their last meeting, LUTAC members continued sharing information about their respective periodic updates and also discussed military locations for inclusion in the Countywide Competition. The next LUTAC meeting will focus on the PSRC Regional Center Framework update and the May Study Session ("Growth Management Act 101"). During the March meeting LUTAC might also discuss the process for amending the Local Centers appendix of the CPPs. Claire reported that the February 18 Regional Staff Committee included a presentation on growth trends and data for the four-county region, as well as an overview of the federal transportation package, the FAST Act.

I. PUGET SOUND REGIONAL COUNCIL UPDATE

The Executive Committee recommended that Port Orchard Mayor Rob Putaansuu be appointed as the alternate for the "Other Cities" seat on the PSRC Executive Board. The forthcoming Policies and Procedures Manual will propose a formal process for making KRCC appointments to PSRC boards and committees.

J. STATE AND REGIONAL LEGISLATIVE AGENDA

Earlier this year, the West Sound Alliance (WSA) distributed talking points to local elected officials to assist them when lobbying Washington State representatives and senators during the 2016 legislative session. As of the March 1, 2016, there are no future WSA meetings scheduled.

KRCC Board members expressed interest in learning more about the efforts of the SR 305 Workgroup, which was formed to discuss the SR 305 projects funded under the state's Connecting Washington package. KRCC staff will arrange for a presentation on the SR 305 workgroup during a future KRCC Board meeting.

K. ADMINISTRATIVE REPORT

The Board reviewed the Budget to Actual Report provided by Triangle Associates. As of January 31, 2016 (8 percent of the calendar year), Triangle Associates had expended 12 percent of its budget. It was noted that Triangle Associates' budget was reset to match the calendar year.

L. REVIEW OF NEXT STEPS

See the "Decisions and Actions" table at the start of the summary.

M. PUBLIC COMMENT

Roger Gay, a resident from South Kitsap, commented that it is very important that KRCC's website be useful to the public. In addition, he noted that it is crucial that the KRCC website provide KRCC Board packets in advance of KRCC Board meeting.

The meeting was adjourned at 11:30 AM.

Attachment A – Board Members in Attendance

Board Member	Jurisdiction	In Attendance?
Ashby, Bek	City of Port Orchard	Yes
Clauson, John	Kitsap Transit	Yes
Donlin, Clancy	City of Port Orchard	No
Erickson, Becky	City of Poulsbo	Yes
Forsman, Leonard	Suquamish Tribe	No
Garrido, Charlotte	Kitsap County	No
Gelder, Robert	Kitsap County	Yes
Medina, Kol	Bainbridge Island	Yes
Placentia, Chris	Port Gamble S'Klallam Tribe	Yes
Purser, Rob	Suquamish Tribe	No
Putaansuu, Rob	City of Port Orchard	Yes
Roth, Wayne	City of Bainbridge Island	Yes
Stern, Ed	City of Poulsbo	Yes
Stokes, Larry	Port of Bremerton	No
Strakeljahn, Axel	Port of Bremerton	Yes
Sullivan, Jeromy	Port Gamble S'Klallam Tribe	No
Tollefson, Val	City of Bainbridge Island	Yes
Wall, Lynn	Naval Base Kitsap	Yes
Wolfe, Ed	Kitsap County	Yes
Zwolfer, Tom	Naval Base Kitsap	No

Attachment B – Non-Member Participants

Name	Affiliation
Non-Members	
David Forte	Kitsap County
Dennis Engel	Washington State Department of Transportation
Greg Cioc	Kitsap County
Mark Gulbranson	Puget Sound Regional Council
Roger Gay	Citizen
KRCC Facilitation Team	
Betsy Daniels	KRCC Program Director
Jennifer Wieland	KRCC Transportation Program Lead
Claire Chase	KRCC Land Use Program Lead
Sophie Glass	KRCC Administrative Lead